

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

Rows that are highlighted in Red are for DELETED status items. The row that is highlighted in yellow is the starting point for the upcoming User Group Meeting review.

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.01	Setup an Agency				
REQ 3.01.001	Setup an Agency	The system must allow an agency to be entered into the system.	Current	Essential	OKCOM
REQ 3.02	Inactivate an Agency				
REQ 3.02.001	Inactivate an Agency	The system must allow an agency to be inactivated from the system.	Current	Essential	OKCOM
REQ 3.03	Setup a User				
REQ 3.03.001	Setup a User	The system must allow a user to be entered into the system by an agency or system administrator	Current	Essential	OKCOM
REQ 3.04	User Profile Information				
REQ 3.04.001	User Profile Information	The system must allow a requestor to enter and / or change their profile information. Profile Information includes: <ul style="list-style-type: none">• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Password	Current	Essential	Additional Profile Information to be determined OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none">• Who the requestor will Route To for approval• Who can prepare a request for the requestor			
REQ 3.04.002	User Profile Information	<p>The system must allow an agency administrator to enter and / or change the following user profile information:</p> <ul style="list-style-type: none">• Active / Inactive Status• User ID• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Who the requestor will Route To for approval• Who can prepare a request for the requestor• Who can prepare and submit a request for the requestor• Agency permission levels of access	Current	Essential	OKCOM
REQ 3.04.003	User Profile Information	The system must allow the system administrator to enter and / or change the	Feature	Essential	Currently a programmer can only

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ID	Function	Requirement	**Status	*Priority	Comments
		following user profile information: <ul style="list-style-type: none">• Active / Inactive Status• Agency• User ID• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Who the user will Route To for approval• Who can prepare a request for the requestor• Who can prepare and submit a request for the user• <u>All permission levels of access</u>			assign Agency designation and initial setup of system administrator. All other profile information can be entered. OKCOM
REQ 3.04.004	User Profile Information	The system must allow an agency / system administrator to change a user's 'User ID' without the user losing access to their current or previously completed approval, payment and profile information.	Feature	Essential	Example: Name change due to marriage. OKCOM!

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.05	Inactivate User Account				
REQ 3.05.001	Inactivate User Account	The system must allow a user's account to be inactivated and reactivated by an agency or system administrator	Current	Essential	OKCOM
REQ 3.06	Transfer Profile Information				
REQ 3.06.001	Transfer Profile Information	The system must allow a system administrator to transfer a user's profile information from one state agency to another.	Feature	Issue High or Med	Dependent on Architecture -may not have user designate agency OKCOM
REQ 3.07	Pre-Approval Request				
REQ 3.07.001	Pre-Approval Request	The system must allow a preparer or requestor to enter pre-approval information. AND Approvers, fiscal or agency / system administrators involved in the workflow to change pre-approval information.	Feature	ESS	OKCOM
REQ 3.07.002	Pre-Approval Request	The system must validate meal, lodging & mileage rates, at time of proposed travel date and location.	Feature	ESS	Many of the itinerary edits are date & time dependent OKCOM
REQ 3.07.003	Pre-Approval Request	The system must allow the preparer or requester to cancel their request at any time. The system will respond by no longer displaying the cancelled request.	Feature	High	This is not a request for payment. Only an approval to incur reimbursable costs.

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ID	Function	Requirement	**Status	*Priority	Comments
					ISS
REQ 3.07.004	Pre-Approval Request	The system must notify the preparer / requestor when a request exceeds the standard reimbursement rate available in the system database.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.07.005	Pre-Approval Request	The system must provide a method for a preparer / requestor to enter comments and explanations with their request.	Feature	High ESS	OKCOM
REQ 3.07.006	Pre-Approval Request	The system must provide a method for a user to view comments and explanations pertinent to a request.	Feature	High ESS	Users involved in workflow OKCOM
REQ 3.07.007	Pre-Approval Request	The system must allow a preparer to complete a pre-approval request on behalf of a requestor.	Feature	ESS	Dependent on analysis of Internal Controls OKCOM
REQ 3.07.008	Pre-Approval Request	The system must notify the preparer / requestor when a receipt is required for reimbursement.	Current	MED	BR-10.009 & BR- 10.010 OKCOM
REQ 3.07.009	Pre-Approval Request	The system must require a preparer / requestor to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate.	Feature	Essential	BR-10.015 OKCOM
REQ 3.07.010	Pre-Approval Request	The system must provide, as a guide to a preparer / requestor, the distance between selected travel points within Washington State.	Feature	MED	BR-10.024 ISS
REQ 3.07.011	Pre-Approval Request	The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred.	Current	Med	BR-10.025 ISS

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.07.012	Pre-Approval Request	The system must allow a preparer /requestor to edit system provided point-to-point mileage.	Current	Essential	BR-10.026 ISS
REQ 3.07.013	Pre-Approval Request	The system must allow a preparer / requestor to enter miscellaneous travel expenses.	Current	Essential	BR-10.029 OKMOD
REQ 3.07.014	Pre-Approval Request	The system must notify a preparer / requestor when miscellaneous travel expenses require a receipt for reimbursement	Feature	LOW	BR-10.030 OKMOD
REQ 3.07.015	Pre-Approval Request	The system must allow a preparer /requestor to enter the estimated dates of travel	Current	Essential	BR-10.039 OKCOM
REQ 3.07.016	Pre-Approval Request	The system must allow a preparer or requestor to enter the mode of transportation and estimated transportation costs for the proposed trip.	Feature	Essential	BR-10.023 & BR-10.028 OKCOM
REQ 3.07.017	Pre-Approval Request	The system must allow a preparer or requestor to enter the purpose of the proposed trip.	Feature	Essential	BR-10.034 OKCOM
REQ 3.07.018	Pre-Approval Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.08	Reimbursement Request				
REQ 3.08.001	Reimbursement Request	The system must allow a preparer or requestor to enter and / or change reimbursement information.	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS

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ID	Function	Requirement	**Status	*Priority	Comments
		<p>For Travel Payments, the system must allow the preparer or requestor to input the following information:</p> <ul style="list-style-type: none">• Full Name• Work Telephone Number• Work Schedule• Official Station• Official Residence• Date and Time of arrival and departure• Origin and Destination• Purpose of Trip• Month & Year for Reimbursement• User comments• Breakfast, Lunch & Dinner Amounts• Lodging Amount• Lodging Tax Amount• Point to Point Mileage• Vicinity Mileage• Mileage Reimbursement Rate• Other Reimbursable Costs<ul style="list-style-type: none">○ Paid To○ Paid For○ Amount• Adjustment to Reduce Total			OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		Reimbursable Amount			
REQ 3.08.002	Reimbursement Request	The system must validate, at the time of preparer / requestor input, reimbursement rates and amounts entered by the preparer / requestor.	Feature	ESS	Many of the Business Rules are date & time dependent Example – 3 Hour Rule Input edits would be limited to the extent of agency, state and federal rates and amounts that have been entered into the system database. OKCOM
REQ 3.08.003	Reimbursement Request	The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process (ie. Travel advance).	Feature	ESS	Focus is on reducing preparer / requestor input of the same information used in the pre-approval process OKCOM
REQ 3.08.004	Reimbursement Request	The system must allow the preparer / requestor to inactivate their request if it has	Current	Essential	Request could not be cancelled once

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ID	Function	Requirement	**Status	*Priority	Comments
		not been processed for payment. After the preparer / requestor inactivation, the system will no longer display the inactivated request.			payment has been issued. OKCOM
REQ 3.08.005	Reimbursement Request	The system must notify preparers / requestors when a request exceeds the standard reimbursement rate allowable and make the rate available for edit within the voucher.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.08.006	Reimbursement Request	The system must provide a method for users to enter comments to the request.	Current	Essential	OKCOM
REQ 3.08.007	Reimbursement Request	The system must provide a method for a user to view comments and explanations.	Current	Essential	OKCOM
REQ 3.08.008	Reimbursement Request	The system must allow a preparer to complete a reimbursement request on behalf of a requestor.	Current	Essential	OKCOM
REQ 3.08.009	Reimbursement Request	The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers.	Current	Essential	OKCOM
REQ 3.08.010	Reimbursement Request	The system must provide to the user, the current in-state rates for the period of travel.	Current	High	Currently done for TVS on lodging, Per Diem, auto mileage rate BR-10.011 BR-10.023 ISS OKCOM
REQ	Reimbursement	The system must allow the preparer /	Feature	None	BR-10.019

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ID	Function	Requirement	**Status	*Priority	Comments
3.08.011	Request	requestor to enter the total per diem allowance for a given location that is unknown to the system and the system shall calculate the breakfast, lunch and dinner amounts based on state-wide business rules.		High	Example – Out of State Per Diem. Total is input by preparer / requestor and system calculates B,L,D. OKCOM
REQ 3.08.012	Reimbursement Request	The system must allow disabled employees to exceed normal reimbursable travel costs when additional costs are necessary for the completion of their travel.	Feature	None	BR-10.003 American Disabilities Act DEL
REQ 3.08.013	Reimbursement Request	The system must notify the preparer / requestor that a receipt is required for lodging reimbursement.	Current	Essential	BR-10.009 & BR-10.010 OKCOM
REQ 3.08.014	Reimbursement Request	The system must allow a requestor to be reimbursed for taxes paid for lodging.	Current	Essential	BR – 10.012 OKCOM
REQ 3.08.015	Reimbursement Request	The system must apply the business rules that allow a requestor to exceed the standard lodging amounts.	Current	Essential	BR – 10.013 & BR-10.014 OKCOM
REQ 3.08.016	Reimbursement Request	The system must verify that prior approval for lodging amounts that exceed the standard reimbursement rate was obtained	Feature	Essential	BR-10.015 OKCOM
REQ 3.08.017	Reimbursement Request	The system must enforce the business rules that apply for a requester's meal reimbursement rate on their last day of travel.	Current	Essential	BR-10-021 OKCOM
REQ 3.08.018	Reimbursement Request	The system must identify requester's meal payments that are subject to federal taxation.	Feature	Essential	For the current system, taxable meals are identified by the

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ID	Function	Requirement	**Status	*Priority	Comments
					preparers / requestors, not the system. BR-10.022 OKCOM
REQ 3.08.019	Reimbursement Request	The system must provide, as a guide to the preparer / requestor, the distance (mileage) between selected travel points or round trip within Washington State.	Current	Essential	BR-10.024 Point to Point mileage OKCOM
REQ 3.08.020	Reimbursement Request	The system must allow the preparer / requestor to enter vicinity or local miles traveled and eligible for reimbursement.	Current	Essential	BR-10.025 OKCOM
REQ 3.08.021	Reimbursement Request	The system must allow a preparer / requestor to edit system provided point-to-point mileage.	Current	Essential	BR-10.026 OKCOM
REQ 3.08.022	Reimbursement Request	The system must allow a preparer / requestor to enter miscellaneous travel expenses.	Current	Essential	BR-10.029 OKCOM
REQ 3.08.023	Reimbursement Request	The system must notify preparer or requestor when miscellaneous travel expenses require a receipt for reimbursement based on business rule	Current	Essential	BR-10.030 OKMOD
REQ 3.08.024	Reimbursement Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Current	Essential	BR-10.039 OKCOM
REQ 3.08.025	Reimbursement Request	The system must allow approvers involved in the workflow to change reimbursement information. For Travel payments, the system must allow	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<p>the approvers to change the following information:</p> <ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts • Lodging Amount • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount 			
REQ 3.08.026	Reimbursement Request	<p>The system must allow the fiscal user involved in the workflow to change reimbursement Information.</p> <p>For Travel payments, the system must allow the fiscal user to change the following information:</p> <ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts 	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> • Lodging Amount • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount 			
REQ 3.08.027	Reimbursement Request	The system must provide to the user, the current out-of-state rates for the period of travel.	Feature	High	BR-10.011 BR-10.023 OKCOM
3.08.028	Reimbursement Request	The system must allow the preparer/requestor to indicate that a meal was provided and is not reimbursable.	Feature	ESS	BR-10.019 OKCOM Dietary Exceptions ?
REQ 3.09	Pre-Payment Request				
REQ 3.09.001	Pre-Payment Request	The system must allow a preparer / requestor to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008 OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.09.002	Pre-Payment Request	The system must validate, at the time of preparer / requestor input, the in-state pre-payment request rates and amounts entered by the preparer / requestor.	Feature	ESS	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.003	Pre-Payment Request	The system must allow the preparer / requestor to inactivate their request if it has not been processed for payment. After the preparer / requestor inactivation the system will no longer display the inactive request.	Feature	ESS	ISS
REQ 3.09.004	Pre-Payment Request	The system must notify the preparer / requestor when a in-state request exceeds the standard reimbursement rate available in the system database.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM Charges would be accepted.
REQ 3.09.005	Pre-Payment Request	The system must provide a method for a preparer / requestor to enter and view comments and explanations with their request.	Feature	High	DEL
REQ 3.09.006	Pre-Payment Request	The system must provide a method for a user to view comments and explanations to a request.	Feature	High	DEL
REQ	Pre-Payment Request	The system must allow a preparer to	Feature	ESS	OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
3.09.007		complete a pre-payment request on behalf of a requestor.			
REQ 3.09.008	Pre-Payment Request	The system must notify the preparer / requestor when a receipt is required for reimbursement.	Feature	MED	BR-10.009 & BR-10.010 ISS add additional business rules
REQ 3.09.009	Pre-Payment Request	The system must apply the business rules that allow a preparer / requestor to exceed the standard lodging amounts.	Feature	Essential	BR – 10.013 & BR-10.014 ISS
REQ 3.09.010	Pre-Payment Request	The system must require a requestor to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Feature	Essential	BR-10.015 ISS
REQ 3.09.011	Pre-Payment Request	The system must allow an approver to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.012	Pre-Payment Request	The system must allow fiscal to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.013	Pre-Payment Request	The system must validate, at the time of preparer / requestor input, the out-of-state pre-payment request rates and amounts entered by the preparer / requestor.	Feature	High	Many of the Business Rules are date & time dependent Edits would be limited

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ID	Function	Requirement	**Status	*Priority	Comments
					to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.014	Pre-Payment Request	The system must allow the agency administrator to designate a default percentage of estimated expense for prepayment.	Feature	High	OKCOM
REQ 3.09.015	Pre-Payment Request	The system must allow the approver/fiscal to designate a percentage of estimated expense for prepayment.	Feature	High	OKCOM
REQ 3.10	Account Coding				
REQ 3.10.001	Account Coding	The system must allow a user to enter all account coding fields that are used in state's General Ledger & Payment System (AFRS) during the pre-approval, pre-payment, and reimbursement process.	Current	Essential	OKCOM
REQ 3.10.002	Account Coding	The system must allow a user to enter and / or change account-coding information upon and / or after input of pre-approval, pre-payment and reimbursement information.	Current	Essential	Input / Change of account coding information would occur before request is submitted for payment OKCOM
REQ 3.10.003	Account Coding	The system must allow a user to enter configurable account-coding information for other types of General Ledger and	Feature	ESS	TEMS must be able to adapt to other GL and Payment systems

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ID	Function	Requirement	**Status	*Priority	Comments
		Payment Systems.			OKCOM
REQ 3.10.004	Account Coding	The system must allow any user to enter account code information.	Current	Essential	DEL
REQ 3.10.005	Account Coding	The system must allow an agency or system administrator to restrict any specific user or class from entering account code information.	Feature	Essential	OKCOM
REQ 3.10.006	Account Coding	The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input.	Feature	High	Currently only an administrative function OKCOM
REQ 3.10.007	Account Coding	The system must provide the same keystroke functionality to the user when entering account-coding information that is currently provided in AFRS.	Current	Essential	Example – In AFRS, Vendor # is Zero filled, right justified. User only needs to enter first few characters. ISS
REQ 3.10.008	Account Coding	The system must provide in state, out of state, mileage, misc, and taxable subtotals and a grand total for the amount of the pre-approval, pre-payment and reimbursement request.	Current	Essential	OKCOM Helps fiscal staff code sub objects as well as balance to code.
REQ 3.10.009	Account Coding	The system must provide the fiscal users the ability to make account-coding adjustments that increase or decrease the reimbursement amount.	Feature	ESS	Currently can only decrease amount ISS
REQ 3.10.010	Account Coding	The system must provide the preparer, requestor /approver the ability to make	Current	Essential	ISS

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ID	Function	Requirement	**Status	*Priority	Comments
		account-coding adjustments that decrease the reimbursement amount.			
REQ 3.10.011	Account Coding	The system must group like kind reimbursements by Batch type, Biennium and Fiscal Month, and provide a group subtotal by number and dollar amount.	Current	Essential	Batch Release Screen DEL
REQ 3.10.012	Account Coding	The system must provide a reimbursement hash total to the fiscal user upon submission for payment.	Current	Essential	DEL
REQ 3.10.013	Account Coding	The system must require the fiscal user to enter an agency batch number when submitting a payment request.	Current	Essential	DEL
REQ 3.10.014	Account Coding	The system must restrict the fiscal user, on a daily basis, from assigning a duplicate batch number for the same batch type on the same day.	Current	Essential	DEL
REQ 3.10.015	Account Coding	The system must provide a running comparison of the dollar amount that has been coded by the fiscal user to the total dollar amount requested for payment.	Current	Essential	Example-Balance to Code / Fiscal Suite DEL
REQ 3.10.016	Account Coding	<p>The system must provide the following account coding information for each payment request:</p> <ul style="list-style-type: none"> • Agency • Document Suffix • Document Date • Invoice No. 	Current	Essential	NOTE 1: The Vendor address is currently required upon setup within the AFRS agency vendor payment system. This is required for payment to occur. If the preference

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					is not have the address input via AFRS or other payment generating system, then the ERS system will need to provide it. NOTE 3: If the Invoice No. field is not completed by the fiscal user, then the system inputs 'Travel'. A fiscal user must be able to override the system generated 'Travel' input designation. DEL
REQ 3.10.017	Account Coding	The system must require the fiscal user to complete the following account code fields before the request can be released for payment: <ul style="list-style-type: none"> • Document Number • Vendor Number and Suffix • Batch Type • Biennium Year • Fiscal Month • Batch No. • Amount 	Current	Essential	DEL

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.10.018	Account Coding	<p>The system must verify, before payment, whether the following account coding fields have been completed:</p> <ul style="list-style-type: none"> • Trans Code • Object • Sub-Object • Appropriation Index / Fund • Program Index 	Feature	High	<p>Edit checks whether field is completed, not if the entry is correct or not.</p> <p>For trans code 210, if this information is not provided, a coding error will be generated in the current AFRS payment system.</p> <p>DEL</p>
REQ 3.10.019	Account Coding	The system must have the ability to adjust the expense reimbursement and account coding.	Current	Essential	OKCOM
REQ 3.11	Payment Approval				
REQ 3.11.001	Payment Approval	The system must provide the necessary data and payment information to all fiscal users and approvers so the review / approval and account-coding process can be completed.	Current	Essential	<p>BR-10.002 Approval for Reimbursement Required for Travel OKCOM</p> <p>Refer to data model for specific information</p>
REQ 3.11.002	Payment Approval	The system must allow multiple fiscal users the ability to access, review any pending payment request, but must restrict approval and changes of a request to only one fiscal	Current	Essential	<p>Fiscal Group OKCOM</p> <p>NOTE: Only one fiscal</p>

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		user at a time.			user at a time is allowed to make changes to the request. ISS In conjunction with 3.11.004 only one user can change at a time, other users will have read only access
REQ 3.11.003	Payment Approval	The system must provide the user with the most recent version of a current payment request.	Current	Essential	OKCOM
REQ 3.11.004	Payment Approval	The system must restrict approval and changes of a request to only one fiscal user at a time.	Current	Essential	ISS DEL
REQ 3.11.005	Payment Approval	The system must not allow the preparer / requestor requesting payment to approve the payment.	Current	Essential	OKCOM
REQ 3.11.006	Payment Approval	The system must indicate to users the payment request status.	Current	ESS	'Processed for Payment' status ISS Split the current requirement into two different requirements OKCOM
REQ 3.11.007	Payment Approval	The system must validate if the account-coding amount agrees with the payment request amount before the request is	Current	Essential	OKCOM

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		released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the fiscal user to either correct or cancel the operation.			
REQ 3.11.008	Payment Approval	The system must inquire the preparer / requestor, when an initial travel lodging reimbursement request has been made, if lodging receipts or required documents have been obtained. Once a preparer / requestor has acknowledged that receipts or required documents have been obtained, the system no longer needs to inquire.	Current	Essential	BR-10.010 OKMOD Different agency use different process for handling receipts or required documents Drill in later.
REQ 3.11.009	Payment Approval	The system, after inquiring if the approver has obtained lodging receipts, must allow the approver to indicate they have not obtained the lodging receipts and not allow the approver to continue processing the payment request.	Current	Essential	ISS
REQ 3.11.010	Payment Approval	The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the approver's have indicated that 'receipts' have not been obtained.	Current	Essential	Flag – no receipts obtained OKCOM
REQ 3.11.011	Payment Approval	The system must identify to the approver / reviewer any payment request that was completed by someone other than the person who will receive payment.	Current	Essential	OKCOM
REQ	Payment Approval	The system must identify to the approver /	Current	Essential	Need to determine what

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3.11.012		reviewer any payment request that differs from the standard reimbursement rate.			reimbursement business rules will be adopted and incorporated into the system, such as: <ul style="list-style-type: none"> • Agency policy • OFM policy • Federal policy Note: Difference in opinion for priority (high vs. essential) OKMOD – flags confuse customers
REQ 3.11.013	Payment Approval	The system must identify to the approver / reviewer any payment request that cannot be validated against a reimbursement rate.	Feature	High	Example – Current system does not have out-of-state rates. OKCOM
REQ 3.11.014	Payment Approval	The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account coding.	Current	Essential	OKCOM
REQ 3.11.015	Payment Approval	The system must allow the fiscal user to determine when new payment requests will be displayed on their screen.	Current	High	Refresh Button OKCOM
REQ 3.11.016	Payment Approval	The system must notify the requestor/preparer of the payment request when an approver has changed the payment amount.	Current	Essential	OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.11.017	Payment Approval	The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made.	Feature	ESS	BR-10.006 Prior Authorization OKMOD – differing views on use of pre-approval
REQ 3.11.018	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made.	Feature	ESS	BR-10.007 Prior Authorization OKMOD
REQ 3.11.019	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to a governing body to have received pre-approval from the governing body before disbursement is made.	Feature	ESS	BR-10.008 Prior Authorization OKMOD
REQ 3.11.020	Payment Approval	The system must allow the fiscal group to change the following: <ul style="list-style-type: none"> • Allowance for Breakfast, Lunch and Dinner • If the allowance is taxable or not • Mileage Rate • All Account Coding Fields • Lodging and tax rate 	Current	Essential	Fiscal Group OKCOM Comment: Some agencies would like to change Misc/Other expenses.
REQ 3.11.021	Payment Approval	The system must indicate to users if the payment request has been successfully	Feature	Med	Processed for Payment status

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		transferred to AFRS or another agency general ledger and payment system.			This would be dependent on the system. OKMOD
REQ 3.12	Manage Workflow				
REQ 3.12.001	Manage Workflow	The system must allow the approval and payment workflow process to occur within an agency.	Current	Essential	OKCOM
REQ 3.12.002	Manage Workflow	The system must allow for different workflows / routing processes for each agency.	Current	Essential	Example: Agencies have centralized or decentralized fiscal groups that review, approve and code travel vouchers. OKCOM
REQ 3.12.003	Manage Workflow	The system must allow for workflow to occur between agencies.	Feature	High	Pre-approval BR-10.007 Comment: Pay other agency employees; Accommodate employees moving between agencies; Board members as employees of other agencies OKCOM

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.12.004	Manage Workflow	The system must allow the preparer / requestor to determine which authorized approver they would like to route the payment request to.	Current	Essential	OKCOM
REQ 3.12.005	Manage Workflow	The system must allow approvers / reviewers to route the payment request back to the preparer / requestor receiving the payment or a prior approver.	Feature	Essential	Comment: Select who to send request back to ISS
REQ 3.12.006	Manage Workflow	The system must be able to restrict a preparer's / requestor's initial submittal for pre-approval, pre-payment or reimbursement to an authorized approver.	Current	Essential	OKCOM
REQ 3.12.007	Manage Workflow	The system must allow an approver to route a payment request to another approver.	Current	Essential	OKCOM
REQ 3.12.008	Manage Workflow	The system must allow a payment request to be routed between fiscal users.	Feature	High	Example: Routing between review screen & batch screen ISS
REQ 3.12.009	Manage Workflow	The system must allow an agency or system administrator to route a request to any active user.	Current	Essential	OKCOM
REQ 3.12.010	Manage Workflow	The system must allow an agency or system administrator to route a pending payment or approval request to any active user.	Current	Essential	OKCOM Comment: meant to resolve misrouted vouchers
REQ 3.12.011	Manage Workflow	The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status.	Current	Essential	Dependent on architecture & interface for payments

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
					OKCOM Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process.
REQ 3.12.012	Manage Workflow	The system must display to the user the 'status' of the request before and after the routing process.	Current	Essential	Example: unsubmitted, submitted, approved, etc. (And items needing action are in bold) OKCOM
REQ 3.12.013	Manage Workflow	The system must log and display to all users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author after the initial submission.	Feature	Essential	My Travel screen-History Button Some changes are now shown under the comments section. OKCOM
REQ 3.13	Report / Query Information				
REQ 3.13.001	Report / Query Information	The system must provide a method for the user to print all the input information used to process pre-approval, pre-payment or reimbursement requests.	Current	Essential	Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
					information. OKCOM
REQ 3.13.002	Report / Query Information	The system must allow the user to print help information.	Current	Essential	OKCOM
REQ 3.13.003	Report / Query Information	<p>The system must provide a method for the user to print the workflow of a request that is in the process of being paid. The printed information must include:</p> <ul style="list-style-type: none"> • To whom the request has been routed to • The action date • The status of the request • Any comments made by a preparer / requestor / approver in the workflow. • Changes 	Feature	Essential	<p>History Button – ‘My Travel’ screen</p> <p>Currently to Print – need to copy and paste into application that can print such as Microsoft ‘Word’.</p> <p>OKCOM</p>
REQ 3.13.004	Report / Query Information	<p>The system must provide a method for the user to print the following policy exceptions, as they relate to a payment request:</p> <ul style="list-style-type: none"> • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the person receiving payment • Someone other than the person receiving payment inactivated the request. 	Feature	High	<p>Flags</p> <p>Flags are currently displayed on the printed travel voucher, if the option is chosen.</p> <p>OKCOM</p>

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> The request for payment differs from the standard federal or state reimbursement amount. No default reimbursement amount is available from the system. 			
REQ 3.13.005	Report / Query Information	The system must provide a method for a user to print a list of requests that have been submitted for approval.	Feature	Medium	All Users OKCOM
REQ 3.13.006	Report / Query Information	The system must provide a method for an approver / reviewer to print requests that have been submitted to them for approval.	Feature	Medium	Manager / Fiscal Review (Individual Voucher) OKCOM
REQ 3.13.007	Report / Query Information	The system must provide a method for a user to print a list of requests that have been paid.	Feature	Essential	Administrators and Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors. ISS Comment: priority differs by role; need to decide what to print
REQ 3.13.008	Report / Query Information	The system must provide a method for a user to print a list of requests that have been denied.	Feature	High	All Users ISS Comment: same issue as 3.13.007
REQ 3.13.009	Report / Query Information	The system must allow a fiscal user or approver to query payment and approval information and display the results.	Current	Essential	TVS Quick Query Builder

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<p>For travel payments, the system must allow the user to search by:</p> <ul style="list-style-type: none"> • User Id • Work Station • A period of time • Taxable Meals • Batch Number • Fiscal Month • Batch Type • Biennium • Vendor Number & Suffix • Document Number & Suffix • POV <p>The system must provide to the user the following search results:</p> <ul style="list-style-type: none"> • All account coding used for payment • All itinerary information provided for payment • The dollar amount of payment • The workflow history 			<p>Is Description still necessary? Now generally used as a date field (Month & Year)</p> <p>NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up to provide itinerary and accounting information.</p> <p>ISS</p>
REQ 3.13.010	Report / Query Information	<p>The system must allow the user to query account-coding information and display the results.</p> <p>For travel payments, the system must allow the user to search by:</p> <ul style="list-style-type: none"> • Batch Type • Batch Number 	Current	Essential	<p>Batch Report</p> <p>ISS</p> <p>Comment: query on any input fields</p>

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> Batch Date <p>The system must display to the user the following search results:</p> <ul style="list-style-type: none"> All account coding used for payment Name of person receiving reimbursement Amount of each reimbursement Total amount for all reimbursements in the batch Taxable meals 			
REQ 3.13.011	Report / Query Information	The system must allow a system administrator to query and provide a list of all active and inactive users on the system.	Current	Essential	OKCOM
REQ 3.13.012	Report / Query Information	<p>The system must allow a system or agency administrator to initiate a query using the following information:</p> <ul style="list-style-type: none"> By category of permission or access level <ul style="list-style-type: none"> Requestor Approver Reviewer Administrator By Individual <ul style="list-style-type: none"> First Name Last Name User Id 	Current	Essential	ISS

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none">• By active / inactive status of an individual• By active / inactive status of a category or all categories <p>After query initiation, the system must provide the following user profile information:</p> <ul style="list-style-type: none">• Agency• Sub-agency• Active / Inactive• User ID• Last Name• Middle Initial• Work Phone• Internet E-Mail• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Routing – Who the initial request would be routed to• Who can prepare a request• Who can prepare and route a request• A users individual and group access or account levels			

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.14	System Help				
REQ 3.14.001	System Help	The system must allow any user to request online, interactive help from any screen in the system.	Feature	Essential	Current Travel System has help hyperlinks on most screens OKCOM Comment: via "Help" button
REQ 3.14.002	System Help	The system must display information pertinent to the screen the user was on when help was requested.	Current	Essential	OKCOM
REQ 3.14.003	System Help	The system must allow a system or agency administrator to change the help screens.	Feature	Essential	Agency administrator would be given access to help screens via the OFM system administrator. OKCOM
REQ 3.14.004	System Help	The system must respond to a user's request for help by displaying information in a window different from the window the user is working in.	Current	Essential	
REQ 3.14.005	System Help	The system must provide an online comprehensive tutorial on how to use the system.	Current	Essential	

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.14.006	System Help	The system must provide an online overview of the system features and a summary of the various screens and their functions	Current	Essential	
REQ 3.14.007	System Help	The system must allow the system administrator to view a user's screen using an administrative access level.	Feature	High	Troubleshooting
REQ 3.15	Broadcast Message				
REQ 3.15.001	Broadcast Message	The system must allow an agency or system administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	Feature	High	System administrator would grant permission to agency administrators to change help screen for their agency. Scrolling message now used on 'My Travel' screen.
REQ 3.16	Policy Exceptions – System Notification				
REQ 3.16.001	Policy Exceptions – System Notification	The system must notify the user when any of the following policy exceptions occur in completing a payment request: <ul style="list-style-type: none"> • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the 	Current	Essential	Lodging BR-10.010 Meals BR-10.011

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		person receiving payment <ul style="list-style-type: none"> Someone other than the person receiving payment canceled the request. The request for payment exceeds the standard federal or state reimbursement amount. The system does not have a default reimbursement rate to verify the user's input. 			
REQ 3.17	Maintenance of User Information				
REQ 3.17.001	Maintenance of User Information	The system must allow an agency or system administrator to assign and remove access / permission levels for users. Permission levels include: <ul style="list-style-type: none"> The ability to complete a request The ability to review and approve a request The ability to change request information The ability to enter account coding The ability to release a request for payment The ability to reroute requests to other users The ability to view and change a user's profile information 	Current	Essential	

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> The ability to complete a request on another person's behalf 			
REQ 3.17.002	Maintenance of User Information	<p>The system must allow an agency or system administrator to input and change user profile information. For travel payments, user profile information includes:</p> <ul style="list-style-type: none"> Status of Account – Active or Inactive Agency Number User ID First Name, Last Name, Middle Initial Work Phone Internet E-mail address Official Residence Official Station Work Schedule Vendor Number & Suffix Password Routing – Who the initial request would be routed to Who can prepare a request Who can prepare and route a request A user's individual and group access or account levels 	Current	Essential	Current default functionality of TVS.
REQ	Maintenance of User	The system must allow an agency or system	Current	Essential	

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
3.17.003	Information	administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user).			
REQ 3.17.004	Maintenance of User Information	The system must prevent recorded transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system.	Current	Essential	If no transaction activity, then Ok for administrator to <u>delete</u>
REQ 3.17.005	Maintenance of User Information	The system must allow an agency or system administrator to create a group of users that can preparer pre-approval or reimbursement requests on someone else's behalf	Current	Essential	
REQ 3.17.006	Maintenance of User Information	The system must allow an agency or system administrator to remove a user from a preparer or fiscal group.	Current	Essential	
REQ 3.17.007	Maintenance of User Information	The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests.	Current	Essential	
REQ 3.17.008	Maintenance of User Information	The system must allow an agency or system administrator to inactivate a fiscal or preparer group.	Current	Essential	
REQ 3.17.009	Maintenance of User Information	The system must allow an agency or system administrator to reactivate an inactive group or inactive user account	Current	Essential	Ability to use system
REQ 3.18	Travel Reservations				
REQ 3.18.001	Travel Reservations	The system must allow for a preparer / requestor to make travel reservations for:	Feature	Medium	

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none">• Airlines• Hotels• Cars			
REQ 3.18.002	Travel Reservations	The system must be able to restrict the purchase of airline tickets to the state charge card system.	Feature	None	BR 10.004

Glossary

Term	Description
AFRS	Agency Financial Reporting System (Washington States General Ledger and Payment System)
ERS	Employee Reimbursement System
OFM	Office of Financial Management
SAAM	State Administrative & Accounting Manual
Agency Manual	Individual State Agency Policy Manuals
Pre-Payment Request	A request for an advance payment of estimated business expenses that could be incurred.
Pre-Approval Request	A request to incur a business expense.
Payment Request	Includes all type of requests that would result in a payment to the user
Reimbursement Request	A request for payment of actual business expenses incurred.
Request	Any request for pre-approval, prepayment, reimbursement, etc.
Requestor	A user that will receive payment
Preparer	A user that prepares a request on behalf of someone else
Agency Administrator	A user that has been granted administrative permission levels for the agency
System Administrator	A user that has been granted all system administrative permission levels for the Employee Reimbursement System
Approver / Reviewer	A user authorized to review, approve and code a pre-approval, pre-payment or reimbursement

Functional Requirements List

From October 25, 2005 User group Meeting

3. TVS System Features

	request
Fiscal User	A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing
User	An individual with an active or inactive account that has been setup on the system

****STATUS:** Current = Functional in the current TVS system.

Feature= Not currently available within the current TVS system.

***PRIORITY:** The types are:

Essential, High, Medium, Low